Dear Invited Proposer,

The City of Cleveland (City), Division of Information Technology & Services, through its Director of Finance, is soliciting quotes from qualified staffing firms to provide IT candidates for employment/direct hire. Firms will be selected based on their demonstrated capabilities to provide the city with IT candidates with an emphasis on Public Safety/Law Enforcement experience for the following positions: database administrator (DBA), data analyst, data coordinator, IT project manager, and other positions as required. City of Cleveland job descriptions are included in this request.

The consultant is expected to start immediately upon authorization to proceed, concluding search for the specific job descriptions within 30 days.

Quote for services must include the following:

Company profile:
- Years in the industry
- Company financial soundness
- Full range of services offered
- Experience with government agencies/municipalities
- At least two Customer References
- Why should the City of Cleveland select your firm

Recruitment Approach
- How do you measure customer satisfaction
- Description of the process for evaluating candidates
- How will you communicate and report status

Fee Structure

Pre-proposal Conference & Written Questions

A pre-proposal conference will be held at the Division of Information Technology & Services, 205 West St. Clair, Cleveland, Ohio 44113, 3rd Floor on August 22nd, 2016, 1:30- 2:30 PM Eastern Time. At or before the conference interested parties may submit or ask questions pertaining to this Request for Quote (RFQ) and the services desired.

Prospective proposers are encouraged to attend the conference although attendance is not mandatory. A photo ID is required to attend the conference. The last day for written questions relative to the request is August 24th, 2016.

Quote

Each firm shall submit an electronic quote on a USB and/or CD-ROM, to IT&S no later than 4:00 p.m. Eastern Time on August 29, 2016. <u>No quotes will be accepted after that time unless IT&S extends the deadline by a written addendum.</u>

Quotes should be addressed and delivered to:

Kim Roy Wilson
Division of Information Technology & Services, 4th Floor
205 West St. Clair Avenue
Cleveland, Ohio 44113

The City reserves the right to reject any and all quotes or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s).

JOB ANNOUNCEMENT

Database Administrator

Position Overview: A Database Administrator candidate reporting to the Division of Information Technology & Services will be responsible for the implementation and maintenance of all public safety operational data systems. Develop, Implement and maintain a Public Safety Data. Assist in the implementation and maintenance of all related public safety operational systems.

Duties:

- The Database Administrator will perform all DBA duties including: backups/restores, server monitoring and configuration, security and permissions management, scheduling jobs/tasks, query optimization, index maintenance, performance monitoring, and HA/DR planning and implementation
- The Database Administrator will implement proactive database monitoring and alerts to maintain data integrity and application performance
- The Database Administrator will evaluate new technologies and provide recommendations to improve existing processes
- The Database Administrator will maintain data quality and security by establishing and enforcing organization standards Responsible for control of the City's computerized information resource through development and implementation of security and access procedures and development of standards for design and documentation of information systems.
- Maintains data security by controlling who may access the data.
- Prepares directories of security, users, and structures and controls distribution of the directories.
- Determines requirements for backup and recovery of information structures to insure data integrity.
- Controls creation, deletion or recognition of logical file procedures.
- Provides new access permissions and determines if files are consistent with interfaces to existing data structures.
- Monitors data storage space utilization and implements necessary action to improve space utilization.
- Coordinates vendor training of Data Center employees in file design techniques, program coding techniques and security characterization.

- Provides technical guidance in logical and physical structures and assists in implementation.
- Develops standards associated with control of data base.
- Performs other job-related duties as required.

Additional Duties

- Implement and maintain all public safety operational data systems.
- Develop, implement and maintain a Public Safety Data Warehouse data.
- Assist in the implementation and maintenance of all related public safety operational systems.

Qualifications:

- A High School Diploma or GED.
- An Associate's Degree in Computer Science, Business Administration, Criminal Justice, or related field from an accredited college, university, or vocational school is required.
- 4+ years of experience in supporting large OLTP data driven applications in a production environment is required. (Substitution: Two (4) years of full time experience may substitute for each year of college education lacking.)
- Experience with Oracle DBMS, MS SQL Server or other large transactional databases.
- Ability to perform analysis to identify performance improvement areas and tune databases for optimal performance
- Experience with High Availability and Disaster Recovery solutions
- Must be able to lift and carry a minimum of fifty (50) pounds.
- A valid State of Ohio Driver's License is required.

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JOB ANNOUNCEMENT

Systems (Data) Analyst

Position Overview: A Data Analyst (Civil Service title System Analyst) candidate reporting to the Division of Information Technology & Services will be responsible for the creation, support and maintenance of standard and ad hoc reporting tools based on public safety operational data. computer systems design, implementation, management, and/or control tasks. An analytical, articulate data analyst will create SQL queries and analysis that produce information to support outcomes and other performance indicators. You will design and support data extracts from various systems, platforms and databases, and map, reconcile, design, and implement data solutions from internal and external sources, providing end user teams the data required to meet their business needs.

Duties:

- Design, develop, and maintain various database-based network applications
- Develop and utilize custom SQL queries, stored procedures, and triggers to extract data from warehouses and applications; writing efficient, scalable SQL queries to select, analyze, and report data
- Parse, extract, and transform data from multiple sources; such as EDI, text files, databases, websites
- Create automated data exchanges
- Troubleshoot database performance problems, and perform data audits as needed to ensure data integrity and accuracy
- Develop ad hoc, performs computer systems design, implementation, management, and/or control tasks.
- Assists in or perform special project work as assigned.
- Troubleshoots computer system problems and provides other technical assistance as needed.

Additional Duties

- Create, support, run and maintain standard and ad hoc reports and reporting tools based on public safety operational data.
- Performs other job-related duties as required.
- Follows all operations and safety policies and safe work practices.
- Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam).

- Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.
- Performs other job-related duties as required.

Qualifications:

- A High School Diploma or GED is required.
- Bachelor's Degree in computer science, information systems, or similar.
- 3+ years of SQL experience, stored procedures, and triggers to extract data from warehouses and applications (Substitution: Three years of experience may substitute for each year of college education lacking.)
- 3+ years managing, extracting, transforming and analyzing large data sets and multiple sources.
- Strong organizational and research skills. Outstanding attention to detail.
- Ability to work independently and excel in a high intensity environment.
- Ability to handle multiple tasks and effectively complete a variety projects in a timely manner.
- Exceptional interpersonal, verbal, and written communication abilities, including the ability to communicate effectively and professionally with all levels and areas of the organization An Associate's Degree in Computer Science or closely related field from an accredited college, university, or vocational school is required.
- A valid State of Ohio Driver's License is required.

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JOB ANNOUNCEMENT

Project Manager II

Position Overview: A Project Manager II candidate reporting to the Division of Information Technology & Services in accordance will be responsible for ensuring the creation and maintenance of a reliable and accurate electronic system. To further ensure the collection and tracking of all documents related to uses of force and allegations of misconduct and related materials. Ensure the creation and maintenance of all related public safety operational systems.

Duties:

- Responsible for evaluating and recommending new automation technologies.
- For those technologies selected for implementation, has the primary responsibility for managing and coordinating the installation, testing, and documentation of the new system, then subsequently turn-over to departments and/or managers for daily operations.
- Has supervisory and budgetary responsibilities.
- Maintains up-to-date knowledge of general technology trends affecting City of Cleveland automation.
- Identifies and evaluates new technology relevant to City of Cleveland automation objectives.
- Coordinates technology implementation with various operating departments within the City of Cleveland.
- Formulates plans and overall strategy for the City of Cleveland technology functions.
- Maintains current knowledge and communication with internal City of Cleveland customers and external vendors.
- Manage the development and implementation of integrity programs and related procedures. Manage and direct multiple projects and tasks within the department, including the development of work scope, budget, schedules and resource requirements.
- Analyze data and identify performance trends, methodologies and changes to policy or programs and determine regulatory impacts and requirements.
- Research and evaluate available contractors and consultants. Prepare, negotiate and approve or recommend approval of contracts. Negotiate contracts changes.
- Develop methodologies for solving specific technical problems and manage the application of those methodologies by company personnel.
- Performs other job-related duties as required.
- Follows all operations and safety policies and safe work practices.

- Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam).
- Wears and properly utilizes safety equipment in accordance with Divisional policy at all times

Additional Duties:

- Develop and coordinate training on the use of all public safety operational systems
- Ensure the creation and maintenance of a reliable and accurate electronic system to track data on all vehicle stops, investigatory stops, and searches.
- Ensure the creation and maintenance of a reliable and accurate electronic system to track all data derived from force-related documents.
- Ensure the collection and tracking of all documents related to uses of force and allegations of misconduct and related materials.
- Ensure the creation and maintenance of all related public safety operational systems.
- Lead and execute enterprise level infrastructure projects including multiple technical disciplines and services for critical customers
- Define project requirements, and facilitate design, build, testing, execution, and handoff for complete solution delivery
- Identify resources required to execute projects according to budget and timeline
- Collaborate across the technical organization (network, telecom, compute, storage, cloud, web, database, client services), as well as across time zones and cultures to achieve desired results
- Ensure compliance with PMO processes, completing required tollgates and approvals in timely manner with project stakeholders at every phase of the project
- Create a consistent communication rhythm between all parties - individual contributors, business members, team leaders, and senior leadership - facilitating early visibility to project milestones, status, risks, and escalations

Qualifications:

- A High School Diploma or GED is required.
- An Associate's Degree in Computer Science, Business Administration, or related field from an accredited college or university is required.
- Four years of full time paid experience in the area of project management is required. (Substitution: Certification in project management may be substituted for degree. Two years of experience may substitute for each year of college education lacking.)
- Must be computer proficient and familiar with the Internet. Must be knowledgeable in Microsoft Office (Word, Excel, PowerPoint, Access).

- Knowledge of Microsoft Project is desirable.
- Must be able to lift and carry a minimum of thirty (30) pounds. A valid State of Ohio Driver's License is required.

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JOB ANNOUNCEMENT

Internal Affairs Superintendent
Cleveland Division of Police

Position Overview:
The Internal Affairs Superintendent is a revised position that arises from the City of Cleveland's Settlement Agreement with the United Sates Department of Justice in *United States v. City of Cleveland*, Case No. 1:15-cv-01046. This position will require objective, comprehensive, and timely investigations based on a preponderance of evidence of all internal allegations of officer criminal misconduct. The IA Superintendent will have a reputation of integrity and transparency throughout the Community and the Division of Police.
Current or retired law enforcement officers are not eligible for the position per the Settlement Agreement, ¶178. The definition of current or former law enforcement officer for the purposes of the Settlement Agreement includes prosecutors, federal police or special agents, and U.S. Attorneys.

Duties:
- Supervising investigations in matters involving all internal allegations of officer misconduct against divisional personal or civilian complaints involving possible criminal misconduct;
- Ensure all investigations are conducted in an objective, comprehensive and timely manner;
- Responsible for managing investigative and administrative staff, assigning investigations, monitoring the process of investigations, contributing to investigative strategy, and coordinating investigations with prosecutorial and law enforcement partners;
- Ensuring all appropriate investigative steps have been taken, the facts of the case are comprehensively and accurately articulated, all allegations of misconduct have been fairly and objectively addressed and that analyses are accurate and consistent with law and policies;
- Review investigations for possible patterns or deficiencies within the Division of Police and make recommendations to the Chief;
- Ensure the Force Review Board is represented by a member of Internal Affairs;
- Responsible for ensuring all IA investigators receive appropriate annual training;
- Review and report on relevant statistical data;
- Availability to respond to scenes and/or field calls from division supervisors at all hours;
- Answer directly to the Chief of Police;
- Other duties as assigned by the Chief of Police.

Qualifications:

- Five years full-time experience in Law, Investigations, Management & Cases;
- Strong working knowledge of labor law, including Garrity, 1st, 4th, and 14th amendments, union/contractual issues, and principles of bias-free policing;
- Ability to quickly achieve a strong working knowledge and understanding of the Ohio Revised Code, and the Codified Ordinances of the City of Cleveland;
- Working knowledge of investigative methods and techniques, including evidence collection and forensic testing available to investigators and interviewing and interrogation techniques;
- Working knowledge of criminal law and procedure, rules of evidence in both criminal and administrative hearings;
- Strong computer skills in Record Management Systems, Law Enforcement software programs, Microsoft Office;
- Strong oral and written communication required including strong reporting and writing skills;
- Excellent interpersonal, communication, and presentation skills;
- Ability to formulate goals and objectives pertinent to the operation of Internal Affair;
- Bachelor's Degree from an accredited four year college/university;
- Juris Doctorate or Masters is preferred;
- Must be able to be LEADS certified;
- Be able to maintain confidentiality & withstand an extensive background check;
- No actual or perceived conflicts of interest with the City of Cleveland including financial or familial relationships;
- Have or be able to obtain a Valid Ohio Driver License;
- Impeccable background (no felonies);
- Have previously worked with diverse neighborhoods or communities (preferred)

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Job Announcement

Database Coordinator

DUTIES AND TASKS:

- Defines, develops, modifies and maintains the data and associated files for the City of Cleveland's databases.
- Troubleshoots problems and ensures the database systems are operating smoothly and efficiently. Identifies and defines data elements, database structures, and database integrity rules. Defines and builds relational data structure specifications.
- Develops and maintains database tables, dictionaries, scripts, utilities, and backup/recovery procedures.
- Ensures the devlopment and enforcement of standards for the design and use of databases. Develops procedures for implementing, monitoring, backing-up, tuning, restoring, and recovering user databases.
- Ensures economical and efficient availability of data with adequate safeguards for both security and integrity. Manages system access.
- Audits database activities and resource utilization.
- Assists Network Administrator with disaster recovery protocols and procedures.
- Provides technical assistance. Provides for documentation and ensures the integrity and security of the data stored in the City of Cleveland databases as assigned. Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS:

A High School Diploma or GED is required. A Bachelor's Degree in Computer Science, Information Systems Management, Business, Mathematics or related field from an accredited four (4) year college or university is required. Two (2) years of full time paid experience providing the support for relational database systems is required. (Substitution: An Associate's Degree in Computer Science or related field from an accredited college or university and four (4) years of experience in providing support for relational database systems may substitute for the Bachelor's Degree.) Experience in database administration with MS Access, SQL Server or similar applications is required. Must be able to lift and carry a minimum of thirty (30) pounds. A valid State of Ohio

Driver's License is required. Knowledge and experience with Oracle database is preferred.

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